



JOB DESCRIPTION

| | |
|--------------------------------------|-------------------------------------|
| JOB TITLE: Nurse Practitioner | JOB LEVEL: |
| LOCATION: | FLSA STATUS: |
| DEPARTMENT: | REPORTS TO: Medical Director |

Core Values of HealthSource of Ohio (HSO):

Our values guide us in making day to day moral decisions and resolving ethical dilemmas, and defining the character of HealthSource of Ohio. HSO employees are committed to using a team based approach to ensure the delivery of high quality of care. Working with other members of the administrative and care teams in making patients and their needs a primary focus of one's actions; shows interest in understanding the needs and expectations of internal and external customers; gains patient trust and respect; meets or exceeds patient's expectations. Core values of Patient Centered Medical Home: timely scheduling, answering calls, refills and referrals; respect; compassion, quality improvement and ensuring trust and patient satisfaction.

JOB SUMMARY: Provides nursing and other health care services to individuals, groups, and families emphasizing health promotion and disease prevention, as well as diagnosis and management of acute and chronic diseases.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs well-child exams to include HEENT, neck, lungs, heart, abdomen, extremities, genital; orders vaccinations, lead level, Hqb/Hct, vision and hearing tests.
2. Obtains complete health history, including mental health; elicits details for acute and chronic illness, and records findings.
3. Performs work physical exams to include HEENT, neck, lungs, heart, abdomen, extremities, genital; orders vaccinations, lead level, Hqb/Hct, vision and hearing tests.
4. Performs sports physical exams to include HEENT, neck, lungs, heart, abdomen, extremities, genital; orders vaccinations, lead level, Hqb/Hct, vision and hearing tests.
5. Performs well-woman exams to include gynecological/pap smears/pelvic, breast exams, and STD tests.
6. Performs exams for other patients. Physical examination of all systems relevant to acute and chronic complaints.
7. Performs in-office surgical procedures to include the following: suturing, excision of lesions, incision and draining of lesion, foreign body removal (from ear, skin, vagina), injections (trigger point/joint) and electro desiccation of lesions, with supervising physician approval.
8. Diagnoses various acute and chronic illnesses through findings from physical assessment and patient history.
9. Reads and interprets laboratory reports.
10. Conducts and interprets microscopic examination of specimens.
11. Determines treatment plan based on diagnosis within approved protocols.
12. Determines appropriate medication required to treat illness utilizing pharmacological knowledge, within approved protocols.
13. Provides appropriate anticipatory guidance for infants and children.
14. Determines when referral to supervising physician is necessary per protocols.
15. Determines when a referral to a specialist is necessary per protocols.
16. Determines when specialized diagnostic tests are necessary to diagnose patient's condition per protocols.
17. Provides appropriate nutritional counseling for developing infants and children; provides counseling for conditions related to chronic disease (for example, HTN, DM, IBS), and for weight loss.
18. Provides health education and counseling with emphasis on health promotion and maintenance, along with disease prevention and management.

19. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

1. N/A

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty competently. The requirements listed below are representative of the knowledge, skill and/or ability required

CERTIFICATES, LICENSES, REGISTRATIONS:

- Holds a current license to practice nursing as a registered nurse in the State of Ohio. Holds a current certification in his/her specialty through an accreditation body recognized by the OBON.

LANGUAGE SKILLS:

- Strong communication skills written and verbal

MATH SKILLS:

- Basic math skills

COMPUTER SKILLS:

- Strong computer skills, including electronic medical records, Microsoft Word and Excel

Education and Experience: Check the Minimum requirements for education and experience for this position.

Education: *Check appropriate box*

- Basic Skill Set
- High School or Equivalent (GED)
- High School & Specialized Training (*min. 6 mos. - 2yrs.*)
- Associate Degree in: Preferred
- Bachelor's Degree in: Nursing
- Master's Degree in: Nurse Practitioner Program
- PhD
- M.D./DO

Experience Required: *Check appropriate box*

- | | |
|--|--|
| <input type="checkbox"/> Entry Level | <input checked="" type="checkbox"/> 3 to 5 years |
| <input type="checkbox"/> 3 months – 1 year | <input type="checkbox"/> 5 to 7 years |
| <input type="checkbox"/> 1 to 2 years | <input type="checkbox"/> 8 to 10 years |
| <input type="checkbox"/> 2 to 3 years | <input type="checkbox"/> > 10 years |

Type of Experience:

TRAVEL REQUIREMENTS: As needed

ENVIRONMENTAL CONDITIONS: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. *(List specific conditions for the position if any)*

Potential exposure to blood and body fluid:

- Category I** – *Performs tasks which involve exposure to blood, body fluid, or tissue.*
- Category II** – *Performs tasks which involve no exposure to blood, body fluid or tissue, but may perform unplanned Category I tasks.*
- Category III** – *Performs tasks that involve no exposure to blood, body fluid or tissue.*

PHYSICAL DEMANDS: The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Activity: *(Check all that apply)*

| | N/A | 0-25% | 26-75% | 76-100% | Avg. lbs. |
|------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| Lift/Carry | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 40 |
| Push/Pull | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach Overhead | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Climb | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Squat/Bend/Kneel | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| Walk/Move About | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

ACKNOWLEDGEMENTS:

We have discussed this form and agree that it is a fair and accurate description of the responsibilities and expectations of this position.

Employee Signature

Date

Supervisor Signature

Date